

To: «School_Coordinator_Fname» «School_Coordinator_Lname» | «School_Coordinator_Title» | «[School_Coordinator_Email](#)»
«School_Name» (SC: «State_School_ID») | Sampled Grade: **«Sampled_Grade»** | MyNAEP ID: **«MyNAEP_Registration_ID»** | Estimated Student Sample: **«Estimated_Student_Sample»** | Assessment Day: **«Scheduled_Asmt_Day_of_Week»** (**«Scheduled_Assessment_Date»**)

From: Ashley McGrath | NAEP State Coordinator | amcgrath@mt.gov | (406) 444-3450

Subject: Planning Ahead: Prepare for Assessment Task 4 & 5 Available 12/8/2014

Dear «School_Coordinator_Fname» «School_Coordinator_Lname»,

Thank you for making this 2015 test cycle process very smooth and pleasant. This is a long message with a lot of detail, hence, do not hesitate to contact me if you need some assistance along the way. I am happy to walk you through the steps. This e-mail is to let you know about your upcoming **Prepare for Assessment** tasks as School Coordinator. **The first four Prepare for Assessment activities will be available on MyNAEP starting December 8th** (i.e., Notify Parents, Update List of Sampled Students, Include SD/ELL Students, and Manage Questionnaires). Since this is a new process, it would be helpful if you contact **Live Chat** feature within the MyNAEP system with questions. I will, of course, help in any way possible, but MyNAEP is a restricted-use website. In order to protect student confidentiality, the **Prepare for Assessment sections** have very strict visibility permissions and I am limited in helping you with your school-specific questions.

Each task has an accompanying step-by-step video tutorial illustrating how to successfully complete each School Coordinator task. Go to the **Prepare for Assessment** tab on www.mynaep.com. Under this tab you will have access to several School Coordinator tasks. Use the links in the checklist on the left-hand menu under **Prepare for Assessment** to access School Coordinator Tasks 4 and 5: (4) Update the list of sampled students and (5) Include students with disabilities and English language learners.

PREPARE FOR THE ASSESSMENT - Available 12/8/2014

-----Task 4-----

To complete Task 4 (i.e., Update List of Sampled Students), [click here](#) for the “how-to” video or [click here](#) for the MyNAEP Update List of Sampled Students step-by-step instructions.

- Use Identify withdrawn or ineligible students link to identify which students, if any, have withdrawn, are ineligible because they do not attend classes onsite, are foreign exchange students, or who are neither enrolled nor attend the school in the grade to be assessed.

Task 4
Update
the list of
sampled
students

- ☐ Use Update List of Sampled Students link
 - ☐ Watch the Update the List of Sampled Students 5:36 mins video.
 - ☐ Indicate that a student is withdrawn or ineligible by clicking in the box to the left of the student's name.
 - ☐ Indicate the reason for ineligibility using the drop-down menu.
 - ☐ Verify information.
- Notice the white checkmark for the task.

- Use Update Student Information link to edit information for a student, if necessary.

Task 4
Update

- ☐ Complete any missing information by using the drop-down box or typing the correct information in each field.

the list of sampled students	<input type="checkbox"/> Click the pencil in the edit column (on the left) of any student whose demographic information needs corrected. <input type="checkbox"/> Pop up box appears for that student with fields you can update. <input type="checkbox"/> After all corrections are made, click the "Save and Continue" button. <input type="checkbox"/> Verify information. Changes are highlighted in blue to assist with verification. Notice the white checkmark for the task.
➤ Use Update Classifications of Students with Disabilities and English Language Learners link.	
Task 4 Update the list of sampled students	<input type="checkbox"/> Complete missing information. <input type="checkbox"/> Review the classifications. <input type="checkbox"/> Click the pencil in the Edit column (on the left) of any student needing SD and ELL information corrected. <input type="checkbox"/> After all corrections are made, click the "Continue" button. <input type="checkbox"/> Verify information. Changes are highlighted in blue to assist with verification. Notice the white checkmark for the task.

-----Task 5-----

To complete Task 5 (i.e., Include SD/ELL Students), click here for "how-to" video or click here for the MyNAEP Include SD/ELL Students step-by-step instructions.	
➤ To ensure that the NAEP reflects the educational progress of all students, students with disabilities (SD) and English language learners (ELL) must be included to the fullest extent possible. The information that you provide in this section indicates how students will participate in NAEP and the accommodations they will receive.	
Task 5 Include students in the assessment	<input type="checkbox"/> Use Include SD/ELL Students link. <input type="checkbox"/> Watch the Update the List of Sampled Students 5:17 mins video. <input type="checkbox"/> Indicate how student is assessed on the state assessment (with or without accommodations). <input type="checkbox"/> Confirm students who take state assessment without accommodations should take NAEP without accommodations. <input type="checkbox"/> Confirm <i>alternately</i> assessed students who should be excluded from NAEP. <input type="checkbox"/> Click on student name to indicate the accommodations needed. <input type="checkbox"/> Confirm students can take NAEP with these accommodations. <input type="checkbox"/> Confirm the records for each student. Note: some students can be assessed in the regular session and others will need separate sessions. This information will help you determine how many rooms will be needed. <input type="checkbox"/> Repeat the steps above for the English Language Learners. Notice the white checkmark for the task. Optional: Click on the Provide Assess for SD and/or ELL Specialists link. Enter name and email address for each of the two school faculty members to get access to the SD and ELL information. (Note: they will only have access to the Include Students information.) <ul style="list-style-type: none"> ○ Complete the request information. (Remember: only accommodations used on the state accommodations should be included.)

From now on, goal in sight, we begin the final ascent! Please know that I am here to provide assistance and answer questions. You can reach me during normal working hours at **406.444.3450** or amcgrath@mt.gov.

Sincerely,

Ashley McGrath, NAEP State Coordinator

Montana Office of Public Instruction
Measurement and Accountability Division
PO Box 202501
Helena, MT 59620-2501

Monday-Friday 8:00 am- 4:30 pm

NAEP Webpage: <http://opi.mt.gov/Reports&Data/NAEP.html>

NAEP Wiki: <http://opi.mt.gov/groups/montananaep/>

NAEP Help Desk via e-mail (naephelp@westat.com), phone (1-800-283-6237), or **Live Chat**.

The NAEP Help Desk is staffed Monday through Friday between 8 a.m. and 5:30 p.m. ET.

MyNAEP Tutorials are available under the "Help" page of www.mynaep.com.